

Becoming a Registered Volunteer

At St Martins Lutheran College, we value and encourage the active participation of a range of people from within the school community in the life of the College. We believe that volunteers can make a significant contribution to the College community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students.

A registered volunteer is any person who provides an unpaid service to the College and may be involved in activities such as:

- Classroom support
- Parents and Friends Committee
- Camps
- Excursions
- Extracurricular activities
- Canteen
- Library & administrative support
- Special events or fundraising
- Sharing an area of skill or interest with a class during lesson time

As a registered volunteer you will be asked to provide the following:

- A completed application form
- ** Working with Children's Check
- ** Responding to Risks of Harm, Abuse and Neglect training
- Food Safety certification (*where applicable*)
- Child safety or other applicable training provided by the College

**** Please note: you cannot commence volunteering without a current WWCC and RRHAN training. Information on how to apply can be found on the application form. ****

You will also be expected to review and become familiar with all relevant organisational policies and guidelines, including (but not limited to) those relating to child safety, appropriate conduct, workplace health and safety, privacy, and any other policies that may be applicable. College Policies can be found on our website (www.stmartins.sa.edu.au) or may be provided upon request.

If you are interested in becoming a volunteer, please submit the attached application form along with the required evidence of training at the front office or via email to hr@stmartins.sa.edu.au. Once all checks are completed and approved, a volunteer handbook will be forwarded to you.

If you have any questions, please do not hesitate to contact the HR department on 8725 1430 or email hr@stmartins.sa.edu.au. We look forward to seeing you in the future.

Kind regards

Tina Meier
HR & WHS Assistant